

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1805***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: AIR POLLUTION INVESTIGATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to respond to, investigate and document air pollution complaints and violations; to conduct inspections of paint spray booths; and to issue open and controlled burning permits.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives and responds to complaints from the general public regarding air pollution, open burning and other activities relating to air pollution control ordinances and regulations; inputs complaint data into computer database.

Patrols residential and commercial areas, industrial parks and other areas of the city and county to ensure compliance with environmental ordinances.

Conducts site inspections of violations; documents findings; prepares field observation reports.

Assists Bureau staff and local public safety departments in identifying enforcement options for ordinance violations.

Notifies property owners, developers, businesses and others of ordinance violations; issues violation notices for non-compliance; testifies in court regarding case violations.

Conducts inspections of spray paint booths to ensure compliance with air pollution control ordinances and regulations.

Reviews and processes applications and issues open burning and controlled burning permits; reviews and inspects clearing plans to determine if burning locations comply with ordinance regulations.

Prepares monthly summary reports of complaints, violations and investigation activity.

Refers to air pollution control ordinance, clearing plans, policy manuals, complaint records, inspection reports and other materials in performing assigned job duties.

Uses two-way radio, camera, telephone, and other equipment and tools in performing field investigation work.

### **ADDITIONAL FUNCTIONS**

Performs on-call duty for emergencies as assigned.

Performs courier duties in picking up and delivering mail.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving customer service and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.